

## **HTC LTD. COVID-19 POLICY**

### **1. INTRODUCTION**

This document provides guidance and instructions regarding COVID 19 in the workplace based upon government and health authorities guidance.

The specific measures to reduce the spread of COVID-19 detailed in this document are derived from more broadly applicable rules and guidelines for work environments.

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You must adhere to all these rules diligently, to sustain a healthy and safe workplace in this unique environment.

It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible.

### **2. SCOPE**

This coronavirus policy applies to all of our employees and workers who physically work at out sites and those staff that work from home or are mobile. All staff must read and understand this action plan, to ensure we collectively and uniformly respond to this challenge.

### **3. SUMMARY**

These are the main consequences of COVID related requirements at this time. This is a simplification of the more comprehensive requirements set out below: -

Work operations must enable the required social distancing, this means effective planning to ensure departments can work efficiently and safely.

Maximum number of people in certain areas of our sites will be established i.e. toilets, canteens, meeting rooms, and information will be displayed in those areas affected indicating clearly any restrictions imposed.

Wherever possible all staff will work maintaining a two metre distancing from their colleagues, and where this is not possible risk assessments will be carried out and appropriate PPE will be provided.

Congregation of staff will not be permitted in any area of site including smoking areas, car parks, canteen, toilets.

#### **4. MANDATORY REQUIREMENTS**

As an employer, we will ensure that government guidelines to minimise the risk of contagion are adhered to. Namely, by ensuring that proper hygiene is maintained and the required social distancing is possible.

**MAINTAINING SOCIAL DISTANCE** - It is required that people will maintain, wherever possible, a social distance of 2 metres while working.

**OPTIMISING WORKFLOW** - To the extent possible, work should be coordinated in such a way that a minimum number of people are given access to a space at any one time.

**PROMOTING HYGIENE** - All staff are required to adhere to health authority guidelines on hygiene and behaviour required to minimise risk of spreading the disease. Alcoholic hand sanitiser is to be made available in relevant areas.

**CLEANING REQUIREMENTS** – Staff are responsible for frequent cleaning of contact surfaces, this includes: door handles, surfaces, and any equipment handled by more than one person. Any workstation used by more than one person needs to be cleaned between each user.

**REGARDING ILLNESS** - Anyone exhibiting mild or severe symptoms of COVID-19 is not permitted entry to site. A dry cough, fever, muscle pain and sore throat are considered to be symptoms of COVID-19. Line management and HR must be notified immediately.

**INFORMATION** - Information regarding the risk of spreading COVID-19, and what behaviour is expected from everyone, and the restrictions that have been imposed on site are to be made reasonably visible.

**FACE MASKS** – Although masks are not mandated at this time, we will provide masks for all people where social distancing can be difficult to maintain consistently. It should be noted that masks are not a substitute for social distancing.

**GLOVES** – The general advice is that people should refrain from using gloves and focus on regularly washing hands. However, gloves will be available for staff where required.

**VENTILATION** - To minimise the risk of infection due to aerosol particles, where possible we will ensure ventilation of all interior spaces by means of open windows and or doors.

#### **5. INDIVIDUAL RESPONSIBILITY**

Everybody on site has an individual responsibility to prevent transmission of COVID-19 by doing the following:



## 6. GENERAL HYGIENE RULES

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule).
- Use the hand sanitizers found around site.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and notify your line management immediately

## 7. BREACH OF INSTRUCTIONS / REPORTING OF CONCERNS

It is important that all staff adhere to the rules in this document and all the information displayed around our sites.

Staff should respect the social distancing between colleagues, and also ensure hygiene and cleanliness are maintained in all areas. Any staff not adhering to the guidelines should be reported immediately to line management.

Staff found to be wilfully or deliberately ignoring the instructions and guidance and placing their colleagues at risk of COVID 19 will be suspended from duty on full pay, and following investigation could face disciplinary action up to and including dismissal. Serious breaches of these instructions will be considered gross misconduct potentially justifying dismissal.

## 8. MONITORING AND REVIEW

The content of this document will be reviewed on a weekly basis and any updates will be communicated immediately.